

CHAPTER 11

Disenrollments

It will be necessary to disenroll children from the PDD Program for various reasons. In all cases, a Notice of Disenrollment must be completed. For waiver recipients use the **PDD Waiver Notice of Disenrollment (PDD Form 17-A)** and for non waiver recipients use the **PDD State Funded Notice of Disenrollment (PDD Form 17-B)**.

When disenrolling a child, the Case Manager must complete the appropriate Notice of Disenrollment by entering the basic identifying information and checking the box that corresponds with the reason for disenrollment. The **Notice of Disenrollment** must be reviewed and signed by a Supervisor. Once the form is completed, the following should occur:

- For children in the PDD Waiver: the original **PDD Waiver Notice of Disenrollment (PDD Form 17-A)**, including the **SCDDSN Reconsideration Process and SCDHHS Medicaid Appeals Process (PDD Form 31-A)** must be sent to the child's parent/legal guardian. Copies of the Notice of Disenrollment must be sent to the District I Waiver Coordinator, the Regional DHHS Medicaid Eligibility Worker, Jasper DSN (if the Responsible Party Option is used) and a copy maintained in the child's file.
- For children in the PDD State Funded Program: the original **PDD State Funded Notice of Disenrollment (PDD Form 17-B)**, including the **PDD State Funded Program Reconsideration/Appeals Process (PDD Form 31-B)** must be sent to the child's parent/legal guardian. Copies must be sent to the District I Waiver Coordinator, Jasper DSN (if the Responsible Party Option is used) and a copy maintained in the child's file.

Medicaid policy requires that a PDD Program child's parent/legal guardian be given written notice regarding PDD Waiver disenrollment and a ten (10) calendar day waiting period, for allowance of appeal/reconsideration, before proceeding with the disenrollment, except in the conditions noted below. The following reasons do not require a ten (10) day notice before proceeding with disenrollment:

- Loss of Medicaid eligibility
- Death
- Child moves out of state
- Child is admitted to an ICF/ID
- Child is admitted to a Nursing Facility
- Child has been in a hospital/nursing facility in excess of thirty (30) consecutive days
- Child enrolls into another HCB waiver
- Child's cost limit has been reached

When completing the **PDD Notice of Disenrollment (PDD Form 17-A or 17-B)**, the Case Manager must note the reason for the disenrollment. Disenrollment may occur for one of the following reasons:

- **Child dies.** The PDD Waiver effective date of disenrollment will be the day the child died.
- **Child is no longer eligible for Medicaid as determined by SCDHHS/Eligibility.** The PDD Waiver effective date of disenrollment will be the day before the child became Medicaid ineligible.
- **Child has not received EIBI services within 30 days of enrollment.** The PDD Waiver effective date of disenrollment will be forty (40) calendar days from the child's enrollment date or if the form is being completed late, the PDD Waiver effective date of disenrollment will be ten (10) calendar days from the date that the **Notice of Disenrollment** is completed.
- **Child was admitted to an ICF/ID.** The PDD Waiver effective date of disenrollment will be the day before the child was admitted to the facility.
- **Child was admitted to a Nursing Facility.** The PDD Waiver effective date of disenrollment will be the day before the child was admitted to the facility.
- **If a child is enrolling in another HCB waiver,** they must disenroll from the PDD Waiver first. The Case Manager will complete the **PDD Waiver Notice of Disenrollment (PDD Form 17-A)**.

Note: To avoid a break in service, the District I Waiver Coordinator will verify with the Case Manager when the child is ready to disenroll from the PDD Waiver and enroll into the selected waiver. Negotiate an acceptable enrollment date to allow for proper completion of all enrollment requirements. Fax the Notice of Disenrollment to the District I Waiver Coordinator. A copy should also be provided to the child's parent/legal guardian and the original placed in the child's file. Once disenrollment is complete, enrollment into the selected HCB waiver can begin. The new waiver enrollment date will be the day after termination from the PDD Waiver to ensure there is no break in service.

- **If the parents/legal guardians are voluntarily withdrawing the child or no longer wish to receive services funded by the PDD Program,** the Notice of Disenrollment (PDD Form 17-A or 17-B) must be completed. A copy must be submitted to the District I Waiver Coordinator. A copy should also be provided to the parents/legal guardians and the original placed in the child's file. The PDD Program effective date of disenrollment will be ten (10) calendar days from the date the parents/legal guardians notify the Case Manager that they wish to voluntarily withdraw their child from the PDD Program.
- **Child no longer meets ICF/ID Level of Care.** The PDD Program effective date of disenrollment will be ten (10) calendar days after the date the child was found to no longer meet ICF/ID Level of Care.
- **Child moved out of state.** The PDD Program effective date of disenrollment will be the date the Case Manager was notified that the child moved out of state and is no longer receiving services.
- **No service(s) received in thirty (30) calendar days.** This means the child is not receiving services funded through the PDD Program and has not received a service for thirty (30) calendar days. In the space given, indicate the service or services not received in thirty (30) calendar days and the last date that services were received. The PDD Program effective date of disenrollment will be forty (40) calendar days following the child's last date of service or if the form is being completed late, the PDD Program effective date of

disenrollment will be ten (10) calendar days from the date that the **Notice of Disenrollment** is completed. If the child is able to resume services prior to the tenth (10th) day, the disenrollment can be disregarded and the child can remain enrolled in the PDD Program. However, the Case Manager must notify the District I Waiver Coordinator in writing via e-mail or by telephone that the child has received a service prior to the tenth (10th) day and that the disenrollment can be disregarded. The Case Manager must receive verification from the District I Waiver Coordinator to ensure that the **Notice of Disenrollment** has not been processed.

The following three special exceptions apply to disenrollment and allow a child to disenroll from the Waiver, but retain their slot for ninety (90) days:

1. A child's Medicaid eligibility has been interrupted, but Medicaid eligibility should be reinstated within ninety (90) calendar days. In such cases, the child will be disenrolled, but will remain in pending status for ninety (90) calendar days to allow for Medicaid Eligibility to be reinstated; therefore, retaining the slot. The PDD Waiver effective date of disenrollment will be the day before the child became Medicaid ineligible.
 - If Medicaid eligibility is not reinstated within 90 calendar days, the child will be removed from pending status and the slot will be revoked.
 - If Medicaid is reinstated within 90 calendar days the child may be enrolled without reapplying for a waiver slot. The Case Manager must notify the District I Waiver Coordinator that the child has regained Medicaid Eligibility and is ready to be enrolled. The Case Manager will be responsible for completing a new Freedom of Choice form along with submitting a new initial request for Level of Care evaluation to the Consumer Assessment Team along with updating the plan. The District I Waiver Coordinator will complete the DHHS Form 118A and forward it to the SCDHHS Eligibility Worker. The District I Waiver Coordinator will contact the Case Manager when enrollment has been completed.
2. A child has not received any service(s) for 30 calendar days due to provider non-availability or child's injury/illness. The child will be disenrolled, but will remain in pending status for 90 calendar days to allow for provider procurement or child's recuperation; therefore, retaining the slot. The PDD Waiver effective date of disenrollment will be forty calendar (40) days following the child's last date of service or forty (40) calendar days from their enrollment date, if no services received. If the form is being completed late, the PDD Waiver effective date of disenrollment will be ten (10) calendar days from the date that the **Notice of Disenrollment (PDD Form 17-A)** is completed.

If a child has an illness or injury that prevents them from receiving any PDD Waiver service for thirty (30) calendar days, they must be disenrolled from the PDD Waiver with ten (10) calendar days notice, but they can remain in pending status for 90 calendar days to allow for recuperation.

If a provider cannot be located to meet a child's need(s) and the child has not received a service in thirty (30) calendar days, they must be disenrolled from the PDD Waiver with ten (10) days notice, but they can remain in pending status for 90 calendar days to locate a provider.

- **If a provider has not been located or the child is not ready to resume services** within 90 calendar days, the child will be removed from pending status and the slot will be revoked.

- **If a provider is located or the child is ready to resume services** within 90 calendar days the child may be enrolled without reapplying for a waiver slot. The Case Manager must notify the PDD Waiver Coordinator that the child is ready to be re-enrolled. The Case Manager will be responsible for completing a new Freedom of Choice form again along with submitting a new initial request for Level of Care evaluation to the Consumer Assessment Team. The District I Waiver Coordinator will complete the DHHS Form 118A and forward it to the SCDHHS Eligibility Worker.
3. **A child has entered the hospital/nursing facility for an extended period of time that has exceeded thirty (30) calendar days;** however, the child will still require their PDD Waiver services when released from the hospital/nursing facility. Therefore, the child will be disenrolled, but will remain in pending status for ninety (90) calendar days; thereby, retaining the slot. The PDD Waiver effective date of disenrollment will be thirty (30) calendar days following the child's last date of service.
- **If the child has not been released from the hospital/nursing facility** within ninety (90) calendar days, the child will be removed from pending status and the slot will be revoked.
 - **If the child is discharged from the hospital/nursing facility** within ninety (90) calendar days then the child may be enrolled without reapplying for a waiver slot. The Case Manager must notify the District I Waiver Coordinator that the individual is ready to be re-enrolled. You will be responsible for completing a new Freedom of Choice form along with submitting a new initial request for Level of Care evaluation to the Consumer Assessment Team. The District I Waiver Coordinator will complete the DHHS Form 118A and forward it to the SCDHHS Eligibility Worker.

